

## A) Purpose and Description of Services

Laboratories are invited to submit bids to provide laboratory analyses and related services for physical, chemical, biological, and bacteriological analysis of water, wastewater, sediments and soil samples to the State Water Resources Control Board (SWRCB), California Regional Water Quality Control Board, San Diego Region (Regional Board).

The successful bidder will provide services for twelve (12) months upon approval of the Agreement. This Agreement may be amended up to three (3) years, however, all laboratory analytical costs shall remain unchanged. The amount of this Agreement is not expected to exceed \$99,999.99.

The types of samples that will be submitted for analysis may include, but not be limited to, soil, sediments, sludges, wastewater, and oil. The number of samples to be submitted to the laboratory at one time may vary. Prior notice of anticipated analytical needs will usually be, but not always, provided. The contracted laboratory will be required to provide containers, preservative reagents, labels and chain-of-custody forms, and will be responsible for disposal of samples when the analyses are completed, at no extra cost.

The successful bidder will provide analytical and related services at the rates indicated by the bidder in Attachment 3, Bid Response Form, Laboratory Schedule of Costs Tables.

The contracted laboratory will be required to provide containers, preservative reagents, labels, chain-of-custody forms, and will be responsible for disposal of samples when the analyses are completed, at no extra cost. The Regional Board staff may request consultation on issues related to the laboratory such as assistance in selecting appropriate analyses, interpreting analytical results, chemical properties, proper handling techniques, etc. The contracted laboratory will be required to provide these consultation services at no cost to the Regional Board.

A sample of the entire Agreement for Laboratory Analyses Services is included in Exhibits A, B, C. and D. Bidders are responsible for reviewing the terms and provisions of the Agreement. If there appears to be inconsistencies between the Exhibits and this IFB, the requirements listed in this IFB will supersede what appears in the attached Exhibits.

The contracted laboratory may subcontract to other laboratories, within California, up to a **maximum of 35 percent**, excluding the toxicity analyses. The analytical methods to be subcontracted must be identified by the bidder in Attachment 4, Summary of Proposed Laboratory Subcontractors; the subcontracted method and cost, including all surcharges, must also be listed. Such subcontracting laboratories must meet all requirements applying to the primary contractor.

## B) Bidder Minimum Qualifications

- a. Bidders and any subcontractor identified by the bidder must be certified by the Department of Health Services (DHS) to perform hazardous waste, drinking water, and wastewater analyses identified in the Laboratory Schedule of Costs Tables, where applicable. A copy of these bidder/subcontractor certification(s) must be submitted with the Bid Response package. Analyses and determinations **must** be performed by qualified personnel in conformance with the United States Environmental Protection Agency (USEPA), or DHS approved test procedures described in the current Code of Federal Regulations (CFR), Title 40, Part 136, "Test Methods for Evaluating Solid Waste", SW-846; or CFR, Title 11, Division 4.5, Chapter 11, as appropriate. The test procedures may be modified subject to the application and approval of alternate test procedures under CFR, Title 40, Part 136.4.
- b. Selected bidder must either (1) be licensed to receive radioactive solid waste and (a) perform the analyses, or (b) subcontract the analyses to a qualified laboratory; or (2) allow for direct shipment

of radioactive solid waste samples to a laboratory qualified to receive and analyze the samples, and coordinate invoicing and reporting with said laboratory.

- c. The laboratory and any subcontracting laboratories must maintain a quality assurance/quality control (QA/QC) program, which meets or exceeds the standards specified by the DHS's Environmental Laboratory Accreditation Program (ELAP) and USEPA's Quality Assurance Manual Specifications (QAMS). Additionally, an analytical quality control program, in conformance with the procedures contained in manuals approved and published by the USEPA, must be in effect. Only one copy each of the bidder's and subcontractor's QA/QC program manual is required, which shall be submitted and mailed under separate cover by the expressed date agreed upon by SWRCB and bidder.
- d. In many cases, analytical data provided by the selected bidder will be used to support Regional Board enforcement actions, and therefore must be of the highest quality. Accordingly, the selected bidder will be required to adhere to strict quality control procedures, utilize approved analytical methods, and submit analytical data in a standardized format (in both electronic and hard copy).
- e. The laboratory must participate in Regional Board approved external audits of laboratory performance, at the Regional Board's expense, by analyzing check samples of known composition. Check samples will be sent to the laboratory as regular samples without prior notice. The analytical data should be within the method specified range. If the analytical data falls outside this range, appropriate action must be taken to correct deficiencies, and samples must be reanalyzed, at the laboratory's expense, until an acceptable analytical data is obtained.
- f. Laboratory analyses may be subcontracted to other laboratories, within California, up to a **maximum of 35 percent**, excluding the toxicity analyses. The analytical methods to be subcontracted must be identified in Attachment 4, Summary of Proposed Laboratory Subcontractors performing laboratory analyses. Subcontractors must meet the same qualifications as those of the prime contractor.
- g. The laboratory must be located within a **20-mile radius**, or have a location for delivery of samples within a 20-mile radius of the Regional Board office at 9174 Sky Park Court, Suite 100, San Diego, California 92123-4340.
- h. The laboratory must analyze samples within holding times required by approved test procedures. The laboratory must provide written and electronic results to the Regional Board staff within specified time frames as dictated by "routine", "urgent", and "emergency" turnaround time status (see Laboratory Schedule of Costs Tables, Special Charges), and must provide verbal analytical results if requested.
- i. Bidder must sign and submit page one (1) of the Contractor Certification Clauses (CCC), Attachment 7, to be considered responsive.

**C) Bid Requirements and Information**

**1) Time Schedule**

Below is the tentative time schedule for this procurement:

<u>Event</u>	<u>Date</u>	<u>Time</u>
Bid Deadline Submission	2/10/2003	5:00 p.m.
Proposed Start Date of Agreement	5/1/2003	7:00 a.m.

As a courtesy, all bidders who have submitted a response to this solicitation will be notified by the Regional Board if not selected.

**2) Submission of Bid**

- a) Bid responses must be submitted by February 10, 2003, at 5:00 p.m. Mail three (3) hard copies, (one copy must bear original signatures), of your bid response addressed as follows:

IFB No. 79190-72  
Laboratory Analyses Services  
California Regional Water Quality Control Board, San Diego Region  
9174 Sky Park Court, Suite 100  
San Diego, CA 92123-4340

Attention: Linda Pardy

- b) An electronic copy of Attachment 3.1, "Laboratory Schedule of Costs Tables" is also required and should be submitted on disk with the bid response package; a disk is included within the bid package, or bidder may download the electronic form (in MS Excel) from [www.swrcb.ca.gov/rwqcb9](http://www.swrcb.ca.gov/rwqcb9).
- c) It is the bidder's responsibility to ensure that his or her bid is received at the location by the date and time of the bid response deadline.
- d) Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.
- e) Costs for developing bids and in anticipation of award of the Agreement are entirely the responsibility of the bidder and shall not be charged to the SWRCB.
- f) An individual who is authorized to bind the bidding firm contractually shall sign the enclosed Bid/Bidder Certification Sheet, Attachment 2. The signature must indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.
- g) The SWRCB may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package.
- h) The SWRCB reserves the right to reject all bids for reasonable cause. If all bids are too high, the agency is not required to award an Agreement.

- i) Bidders are cautioned to not rely on the SWRCB during the evaluation to discover and report to the bidder any defects and errors in the submitted documents. Bidders, before submitting their documents, should carefully proof them for errors and adherence to the IFB requirements.
- j) Where applicable, bidder should carefully examine work sites and specifications. Bidder shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the Agreement amount will be made due to a lack of careful examination of work sites and specifications.
- k) A completed Bid Package will consist of all the items identified in Attachment 1. Bids not including the proper required documents shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.

**3) Evaluation and Selection**

- a) At the close of bid submission deadline, each bid will be checked for the presence, or absence of required information in conformance with the submission requirements of this IFB.
- b) The SWRCB will put each bid through a process of evaluation to determine its responsiveness to the Regional Board's needs.
- c) Bids that contain false or misleading statements, or which provide references (when requested), that do not support an attribute or condition claimed by the bidder, may be rejected. If, in the opinion of the SWRCB, such information was intended to mislead the agency in its evaluation of the bid, and the attribute, condition, or capability is a requirement of this IFB, it will be the basis for rejection of the bid.

**4) Disposition of Bids**

- a) Upon bid submission, all documents submitted in response to this IFB will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.). However, the contents of all proposals, draft bids, correspondence, agenda, memoranda, working papers, or any other medium that discloses any aspect of a bidder's proposal shall be held in the strictest confidence until the award is made. The content of all working papers and discussions relating to a bid shall be held confidential indefinitely unless the public's interest is best served by disclosure because of its direct pertinence to a decision, agreement, or evaluation of a bid. Any disclosure of this subject by the bidder prior to the award is a basis for rejecting a bid and ruling the bidder ineligible to further participate in the bidding process.

**5) Standard Conditions of Service**

- a) Service shall be available not later than May 1, 2003 or on the expressed date set by the SWRCB and the Contractor, after all approvals have been obtained and the Agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the SWRCB, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to the SWRCB for the difference between Contractor's bid price and the actual cost of performing work by another contractor.
- b) All performance under the Agreement shall be completed on or before the termination date of the Agreement.
- c) The SWRCB does not accept alternate Agreement language from a prospective contractor. A bid with such language will be considered a counter proposal and will be rejected. The

State Water Resources Control Board  
California Regional Water Quality Control Board, San Diego Region  
IFB No. 79190-72

State's General Terms and Conditions (GTC) are not negotiable. The GTC may be viewed at Internet site [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts). If you do not have Internet access, a hard copy of the GTC can be provided by contacting the person identified within this solicitation.

- d) No oral understanding or agreement shall be binding on either party.

ATTACHMENT 1

**REQUIRED ATTACHMENT CHECK LIST**

A complete bid or bid package will consist of the items identified below.

Complete this check list to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to the Regional Board. For your bid to be responsive, all required attachments must be returned. This check list should also be returned with your bid package.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Bid/Bidder Certification Sheet
_____ Attachment 3 and 3.1	Bid Response Form for Laboratory Analytical Services and Laboratory Schedule of Costs Tables (include diskette)
_____ Attachment 4	*Summary of Proposed Laboratory Subcontractors (Attachment to be produced by bidder)
_____ Attachment 5	Bidder References
_____ Attachment 6	Payee Data Record <u>Std. 204 Form</u>
_____ Attachment 7	Contractor Certification Clauses (CCC) 201. Page one (1) must be signed and submitted.
_____ Attachment 8	Summary of Qualify Control Program Requirements
_____	Prime Contractor Department of Health Services Certification
_____	*Subcontractor Department of Health Services Certification

**\*Indicate N/A if not applicable.**

ATTACHMENT 2

**BID/BIDDER CERTIFICATION SHEET**

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as an entire package, including Laboratory Schedule of Costs Tables on diskette. Return three (3) complete hard copies (one copy must bear original signatures).

- A. Our all-inclusive bid is submitted as detailed in Attachment 3, Bid Response Form, and 3.1, Laboratory Schedule of Costs Tables.
- B. All required attachments are included with this certification sheet.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

**An Unsigned Bid/Bidder Certification Sheet May Be Cause For Rejection**

1. Company Name	2. Telephone Number (    )	2a. Fax Number (    )		
3. Address				
Indicate your organization type:				
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation		
Indicate the applicable employee and/or corporation number:				
7. Federal Employee ID No. (FEIN)	8. California Corporation No.			
Indicate applicable license and/or certification information:				
9. Contractor's State Licensing Board Number	10. PUC License Number CAL-T-	11. Required Licenses and Certifications		
12. Bidder's Name (Print)	13. Title			
14. <b>Signature</b>	15. Date			
<p>16. Are you certified with the Department of General Services, Office of Small Business and DVBE Certification (OSDC), formerly Office of Small Business Certification and Resources (OSBCR) as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; border-right: 1px solid black; padding-right: 10px;"> <p>a. Small or Micro Business Enterprise Yes <input type="checkbox"/>      No <input type="checkbox"/> If yes, enter certification number: _____</p> </td> <td style="width: 50%; vertical-align: top; padding-left: 10px;"> <p>b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter your service code below: _____</p> </td> </tr> </table> <p><b>NOTE:</b> A copy of your certification number will be verified for status and your SIC as related to this IFB.</p> <p>Date application was submitted to OSDC (formerly OSBCR), if an application is pending:</p>			<p>a. Small or Micro Business Enterprise Yes <input type="checkbox"/>      No <input type="checkbox"/> If yes, enter certification number: _____</p>	<p>b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter your service code below: _____</p>
<p>a. Small or Micro Business Enterprise Yes <input type="checkbox"/>      No <input type="checkbox"/> If yes, enter certification number: _____</p>	<p>b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter your service code below: _____</p>			

### Instructions for Bid/Bidder Certification Sheet

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

Item Numbers	Instructions
<b>1, 2, 2a, 3</b>	Must be completed. These items are self-explanatory.
<b>4</b>	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
<b>5</b>	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
<b>6</b>	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
<b>7</b>	Enter your federal employee tax identification number.
<b>8</b>	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
<b>9</b>	Complete if your firm holds a California contractor's license. This information will be used to verify possession of a contractor's license for public works agreements.
<b>10</b>	Complete if your firm holds a PUC license. This information will be used to verify possession of a PUC license for public works agreements.
<b>11</b>	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
<b>12, 13, 14, 15</b>	Must be completed. These items are self-explanatory.
<b>16</b>	If certified as a Small Business Enterprise or Micro Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDC (formerly OSBCR).

ATTACHMENT 3

**BID RESPONSE FORM  
LABORATORY ANALYSES SERVICES**

The Tables provided will be used solely for computing the cost as a fair and equitable formula to determine the low bidder and is not binding on the contracting agency. However, the actual costs quoted by the bidder shall be binding for the term of the Agreement.

Billing cycle:

☒ Monthly      ☐ Quarterly      ☐ Semi-Annually      ☐ Annually

**Note:** All services performed are paid in arrears according to billing cycle indicated above.

The "Laboratory Schedule of Costs Tables" must be submitted both in electronic and written form in order for the bid to be considered (include a disk in your Bid Response Package). This can also be downloaded as an Excel file from [www.swrcb.ca.gov/rwqcb9](http://www.swrcb.ca.gov/rwqcb9).

For bidding purposes, analyses have been divided into six bid groups, see "Laboratory Schedule of Costs Tables" and Bid Group Outline. To receive consideration, the bidder **must** quote a price for every determination or procedure listed in every bid group, or indicate N/C for 'No Charge'. The price for an individual chemical should be based upon the assumption that analysis has been requested for only that chemical. The price for a bid group should be based on the assumption that all chemicals in the bid group have been requested. Incomplete bids cannot be considered, as they cannot be evaluated against other submittals. The bidder is required to calculate their total bid price (see Total Bid Price Calculations).

The estimated number of samples per year for each analytic procedure listed is provided to (1) assist the bidder in the determination of the unit cost for each routine analysis; and (2) determine the total estimated yearly cost of each routine analytic procedure. Although the estimates listed are considered to be reasonably accurate, the Regional Board does not guarantee that the actual number of samples requested during the term of the Agreement will be equal to the estimates listed in this IFB.

The Regional Board staff may require the three lowest bidders and their subcontractors to analyze, at the laboratory's own expense, from one to three soil or water performance check samples of known composition provided by the Regional Board. The three lowest bidders shall bear their own expense obtaining the performance check samples. The Regional Board staff will select the vendor and provide the soil or water performance check samples that are to be analyzed. If the source of the check samples is a vendor authorized by DHS for its Environmental Laboratory Accreditation Program, acceptance limits for analytical results shall be those specified by the vendor. For other sources of check samples, the Regional Board staff shall specify the manner for establishing acceptance limits at the time check samples are delivered to the bidders for analysis. If more than 10 percent of the concentrations reported by any bidder fall outside the specified acceptance limits, then that bidder will be considered ineligible to receive the award. If no laboratory meets these requirements, then the number of analyses allowed outside the acceptance limits will be increased in 5 percent increments, until there is at least one qualified bidder.

Attachment 3 (continued)

**TOTAL BID PRICE CALCULATIONS**

In the Cost Tables on the following pages, each bidder is required to calculate their total bid price as follows:

1. For each analysis, enter the appropriate unit cost in the blank space.
2. For each analysis, enter the estimated total cost per year.
3. Add up the results of the calculations in each bid group.
4. Add up the totals for each bid group in order to obtain a grand total for all bid groups.

Fill in the company information in the box, and sign below.

**LABORATORY SCHEDULE OF COSTS TABLES**

<div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>(Name of Firm)</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>(Address)</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>(City, State &amp; Zip Code)</i></div> <div style="margin-top: 20px;"><b>TOTAL BID AMOUNT:</b> _____</div>	<p style="text-align: center; margin-top: 0;"><b>RWQCB USE ONLY</b></p> <div style="margin-top: 10px;"><i>Date Issued:</i> _____</div> <div style="margin-top: 10px;"><i>Date Received:</i> _____</div> <div style="margin-top: 10px;"><b><u>STATE WATER RESOURCES CONTROL BOARD, CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, SAN DIEGO REGION</u></b></div> <div style="margin-top: 30px; text-align: center;"><div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div><i>(Name of Evaluator)</i></div>
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The bidder hereby proposes and agrees to furnish all labor, material, and equipment to perform the laboratory work in accordance with specifications contained in this IFB and such addenda thereto as may be issued, in accordance with prescribed specifications, for the unit cost per sample set forth by the bidder.

\_\_\_\_\_  
***(Authorized Signature)***

\_\_\_\_\_  
***(Printed Name/Title of Person Signing)***

Attachment 3 (continued)  
Laboratory Schedule of Costs Tables

**Special Charges**

The rates below are **not** to be included in the total bid amount. The bidder proposes and agrees to charge no more than the rates indicated as special needs are requested.

1.	<p>The normal turnaround time for verbal test results is ten (10) working days or less. "Urgent" results are to be submitted to the State Water Resources Project Representative, or designee via telephone, or modem within two (2) working days of sample submittal. When a shorter turnaround time is required, the following surcharge, as a percentage of the unit cost for "Routine" analysis, will be assessed.</p> <p>Urgent Analysis Surcharge: _____%</p>
2.	<p>For analyses not listed in the Laboratory Schedule of Costs Tables, the laboratory's standard rate shall apply.</p>
3.	<p>For analyses not listed in the Laboratory Schedule of Costs Tables, and analyses for which the laboratory does not have a standard rate, the cost shall be based on time required to perform the analysis:</p> <p>Cost Per Hour: \$____.</p>
4.	<p>The State Water Resources Project Representative, or designee may request consultation on scientific issues, interpreting analysis, chemical properties, proper handling techniques, etc.</p> <p>Cost Per Hour: \$____.</p>
5.	<p>The State Water Resources Project Representative, or designee may require that expert witness testimony be given regarding samples analyzed by the Contractor.</p> <p>Cost Per Hour: \$____.</p>

**BID GROUP OUTLINE**

**I. Bid Group One – Physical/Chemical Analysis Water/Wastewater**

A. General

1. Physical Parameters
2. Solids
3. Inorganics/Nonmetals
4. Inorganic Metal Minerals
5. Total Mineral Analysis
6. Partial Mineral Analysis
7. Demand Series
8. Nitrogen and Phosphorus Series
9. Combined Nutrient Analysis
10. Combined Nitrogen Analysis

B. Metals

1. Individual Trace Metals (ICAP or AA)
2. Individual Trace Metals (Digestion followed by AA furnace – for low detection levels)
3. Standard Priority Pollutant
4. Low Detection Limit Priority Pollutant Metals Analysis

C. Organics

1. General Organics
2. Analysis of Specific Organics in Water/Wastewater
3. Petroleum Related Organics (General Analysis)

**II. Bid Group Two – Physical/Chemical Analysis Solid Waste/Sediment**

A. General

1. Physical Parameters
2. Solids
3. Inorganic Nonmetals
4. Inorganics
5. Demand Series
6. Nutrients

B. Metals

1. Individual Trace Metals
2. Standard Priority Pollutant Metals Analysis for Solid Waste/Sediments

C. Organics

1. General Organics
2. Analysis of Organics in Solid Waste/Sediment
3. Petroleum-Related Organics (General Analysis)

Bid Group Outline (continued)

D. California Title 22 Hazardous Waste Regulations - California

1. Metals
2. Fluoride
3. Herbicides and Pentachlorophenol
4. Chlorinated Pesticides
5. Complete TTLV Analysis
6. Standard STLC
7. WET Procedure

E. Resource Conservation Recovery Act (RCRA) Analysis

1. Synthetic Precipitation Leaching Procedure/ZHE/Open (SPHE as TCLP)
2. Multiple Extraction Procedure
3. TCLP Extraction/Open (semi-Volatiles)
4. TCLP Extraction/Zero Head Space (Volatiles)

F. Title 22

1. Corrosivity-pH
2. Ignitability (flash point)

**III. Bid Group Three – Physical/Chemical Analysis Drinking Water**

- A. Volatile Halogenated Organic Compounds
- B. Volatile Organic Compounds
- C. Volatile Aromatic and Unsaturated Organic Compounds
- D. EDB and DCBP
- E. Drinking Water Minerals
- F. General Physical Parameters
- G. Drinking Water Inorganic Chemicals
- H. Drinking Water Organic Chemicals

**IV. Bid Group Four – Biological All Matrices**

1. Bacteriological
2. Plankton
3. Toxicity

**V. Bid Group Five – Radiological All Matrices**

1. Gross Alpha Radioactivity
2. Gross Beta Radioactivity
3. Radium, Total Radioactivity
4. Radium-228, Total Radioactivity
5. Strontium-90
6. Tritium, Total Radioactivity
7. Uranium, Total Radioactivity
8. Gamma-Emitting Radionuclides

**VI. Bid Group Six – Special Samples**

### **Bid Group One - Method for Total Organic Lead**

The method applies to Bid Group One, Physical/Chemical Analysis, Water/Wastewater, C. Organics, Item No. 3. Petroleum Related Organics (General Analysis), page 12.

The method below is “non-standard” for determination of total organic lead; this analysis is not covered in EPA manuals. However, the analysis is required by the SWRCB and DHS in the investigation of leaking underground fuel tanks. The total organic lead method is from a document entitled “Leaking Underground Fuel Tank Field Manual: Guidelines for Site Assessment, Cleanup, and Underground Storage Tank Closure”, written by the State of California, Leaking Underground Fuel Tank Force, released in October 1989.

### **Determination of Total Organic Lead – DHS Method**

#### **1) Discussion**

Organic lead compounds constitute the largest single industrial application of organo-metallic chemistry. Estimates indicate that about 1,450 organic lead compounds were known in 1968, and the number has increased with synthesis of about 130 new compounds each year. The widespread presence of toxic, volatile, lipophilic organic lead compounds in the environment can lead to serious public health effects and damage to the aquatic biota. With the phasing out of leaded fuels, substantial amounts of lead compounds from petroleum sludges are being discharged into waste streams. There is also evidence to suggest that the more toxic organic leads such as tetramethyllead can be synthesized from lead salts and simple chemical reagents in aqueous solutions.

Caution: Some organic lead compounds are volatile and toxic. Process the samples in a well-ventilated hood.

#### **2) Scope**

The method describes the determination of organic lead compounds in various types of hazardous material samples. In this method, a rapid organic extraction technique is applied to separate the organic lead, from a matrix with xylene, followed by reaction with a 1 percent Aliquot 336/MIBK on  $I_2$  solution. The extract is then analyzed by a flame atomic absorption spectrophotometer. The detection limit for organic lead is: soil 0.5 mg/kg; and water 0.1 mg/l.

ATTACHMENT 4

Each bidder is required to prepare a Summary of Proposed Laboratory Subcontractors and submit it as Attachment 4 with the Bid Package. (Note: If no subcontractors are to be used, it is not necessary to submit a Summary.)

Bidders may devise their own format, but at a minimum, the Summary must include the following information for each subcontractor to be used:

1. Company Name;
2. Telephone number;
3. Contact person;
4. List of analyses and services (by Bid Group and description as shown on Attachment 3, Laboratory Schedule of Costs Tables) to be assigned to each subcontractor; and
5. Percentage of Total Calculated Bid Amount (from Attachment 3, page 10) assigned to each subcontractor.

**NOTE: The percentage of the Total Calculated Bid Amount assigned to subcontractors may not exceed 35 percent.** Bids assigning more than 35 percent of the Total Calculated Bid Amount to subcontractors will be rejected.

ATTACHMENT 5

**BIDDER REFERENCES**

Submission of this attachment is **mandatory**. Failure to complete and return this attachment with your bid will cause your bid to be rejected and deemed non-responsive.

1. Briefly explain why you believe your firm is qualified to perform the work described in this IFB. Use an additional sheet of paper if necessary. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
2. List below three references of similar types of services performed within the last five years. If three references cannot be provided, please explain why on an attached sheet of paper.

<b>REFERENCE 1</b>			
Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

<b>REFERENCE 2</b>			
Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

<b>REFERENCE 3</b>			
Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

State Water Resources Control Board  
California Regional Water Quality Control Board, San Diego Region  
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ATTACHMENT 6

State of California

**Payee Data Record STD. 204 (REV. 2-99)**

(Required in lieu of IRS W-9 when doing business with the State of California)

**Note: Governmental Entities, Federal, State, and Local (including school districts) are not required to submit this form.**

<p>①</p> <p><b>PLEASE RETURN TO:</b></p>	<p>State Water Resources Control Board Contracts Section 1001 I Street, 18<sup>th</sup> Floor Sacramento, CA 95814</p>	<p><b>PURPOSE:</b> Information contained in this form will be used by state agencies to prepare Information Returns (Form 1099) and for withholding on payments to nonresident vendors. Prompt return of this fully completed form will prevent delays when processing payments. <b>(See Privacy Statement on reverse).</b></p>
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② Vendor's Business Name

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Sole Proprietor - Enter Owner's Full Name Here. (Last, First, M.I.)

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Mailing Address (Number and Street or P.O. Box Number)

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(City, State, Zip Code)

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<p>③</p> <p><b>VENDOR ENTITY TYPE</b></p>	<p><b>CHECK ONE BOX ONLY</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> MEDICAL CORPORATION (Including dentistry, podiatry, psychotherapy, optometry, chiropractic, etc.)</td> <td><input type="checkbox"/> PARTNERSHIP</td> </tr> <tr> <td><input type="checkbox"/> EXEMPT CORPORATION (Non-profit)</td> <td><input type="checkbox"/> ESTATE OR TRUST</td> </tr> <tr> <td><input type="checkbox"/> ALL OTHER CORPORATIONS</td> <td><input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR</td> </tr> </table>	<input type="checkbox"/> MEDICAL CORPORATION (Including dentistry, podiatry, psychotherapy, optometry, chiropractic, etc.)	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> EXEMPT CORPORATION (Non-profit)	<input type="checkbox"/> ESTATE OR TRUST	<input type="checkbox"/> ALL OTHER CORPORATIONS	<input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR	<p>NOTE: State and local governmental entities, including school districts are not required to submit this form</p>
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<p>④</p> <p><b>VENDOR'S TAXPAYER I.D. NUMBER</b></p>	<p><b>SOCIAL SECURITY NUMBER REQUIRED FOR INDIVIDUAL/SOLE PROPRIETOR BY AUTHORITY OF THE REVENUE AND TAXATION CODE SECTION 18646 (See Page 2)</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN)</b></p> <p>____ - _____</p> <p>IF VENDOR ENTITY TYPE IS A CORPORATION, PARTNERSHIP, ESTATE OR TRUST, ENTER FEIN</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>SOCIAL SECURITY NUMBER</b></p> <p>____ - ____ - _____</p> <p>IF VENDOR ENTITY TYPE IS INDIVIDUAL/SOLE PROPRIETOR, ENTER SSN.</p> </td> </tr> </table>	<p><b>FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN)</b></p> <p>____ - _____</p> <p>IF VENDOR ENTITY TYPE IS A CORPORATION, PARTNERSHIP, ESTATE OR TRUST, ENTER FEIN</p>	<p><b>SOCIAL SECURITY NUMBER</b></p> <p>____ - ____ - _____</p> <p>IF VENDOR ENTITY TYPE IS INDIVIDUAL/SOLE PROPRIETOR, ENTER SSN.</p>	<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>				
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<p>⑤</p> <p><b>VENDOR'S RESIDENCY STATUS</b></p>	<p><b>CHECK APPROPRIATE BOX(ES)</b></p> <p><input type="checkbox"/> California Resident - Qualified to do business in CA or a permanent place of business in CA.</p> <p><input type="checkbox"/> Nonresident <b>(See Page 2)</b>. Payments for services by nonresidents may be subject to state withholding.</p> <p><input type="checkbox"/> Waiver of state withholding from franchise tax board attached</p> <p><input type="checkbox"/> Services performed outside of California</p>	<p>NOTE:</p> <p>a. An estate is a resident if decedent was a California resident at time of death.</p> <p>b. A trust is a resident if at least one trustee is a California resident. <b>(See Page 2)</b></p>						
<p>⑥</p> <p><b>CERTIFYING SIGNATURE</b></p>	<p><b>I hereby certify under penalty of perjury that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>AUTHORIZED VENDOR REPRESENTATIVE'S NAME (Type or Print)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>TITLE</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>SIGNATURE</p> </td> <td style="vertical-align: top;"> <p>DATE</p> </td> </tr> </table>		<p>AUTHORIZED VENDOR REPRESENTATIVE'S NAME (Type or Print)</p>	<p>TITLE</p>	<p>SIGNATURE</p>	<p>DATE</p>		
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<p>SIGNATURE</p>	<p>DATE</p>							
		<p>TELEPHONE NUMBER</p>						

State Water Resources Control Board  
California Regional Water Quality Control Board, San Diego Region  
IFB No. 79190-72

State of California

**Payee Data Record**

STD 204 (Rev 2-99) (Reverse)

**ARE YOU A RESIDENT OR A NONRESIDENT?**

Each corporation, individual/sole proprietor, partnership, estate or trust doing business with the State of California must indicate their residency status along with their vendor identification number.

A corporation will be considered a "resident" if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For individuals/sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered nonresident.

For withholding purposes, a partnership is considered a resident partnership if it has a permanent place of business in California. As estate is considered a California estate if the decedent was a California resident at the time of death and a trust is considered a California if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

From within the United States, call	1-800-852-5711
From outside the United States, call	1-916-854-6500
For hearing impaired with TDD, call	1-800-822-6268

**ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?**

Payments made to nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the vendor are \$1,500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address listed below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments. If the vendor activity is carried outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board  
Withhold at Source Unit  
Attention: State Agency Withholding Coordinator  
P.O. Box 651  
Sacramento, CA 95812-0651  
Telephone: (916) 845-4900  
FAX: (916) 845-4831

If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.

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**PRIVACY STATEMENT**

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646 to facilitate tax compliance enforcement activities and to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109. The TIN for individuals and sole proprietorships is the Social Security Number (SSN).

It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency with which you transact business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions regarding this Privacy Statement. Questions related to residency or withholding should be referred to the telephone numbers listed above. All other questions should be referred to the requesting agency listed in Section 1 on page 1.

This form can be found on the Internet at [www.osp.dgs.ca.gov](http://www.osp.dgs.ca.gov) under the heading FORMS MANAGEMENT CENTER. No payment shall be made unless a completed STD 204 Form has been completed and returned to the awarding agency.

ATTACHMENT 7

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<b>Contractor/Bidder Firm Name (Printed)</b>	<b>Federal ID Number</b>
<b>By (Authorized Signature)</b>	
<b>Printed Name and Title of Person Signing</b>	
<b>Date Executed</b>	<b>Executed in the County of</b>

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)
2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:
    - 1) the dangers of drug abuse in the workplace;
    - 2) the person's or organization's policy of maintaining a drug-free workplace;
    - 3) any available counseling, rehabilitation and employee assistance programs; and
    - 4) penalties that may be imposed upon employees for drug abuse violations.
  - c. Every employee who works on the proposed Agreement will:
    - 1) receive a copy of the company's drug-free workplace policy statement; and
    - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement, or termination of the Agreement, or both, and Contractor may be ineligible for award of any future State

Agreements if the department determines that any of the following has occurred: (1) The Contractor has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

3. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding 2-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)
4. **UNION ORGANIZING:** Contractor hereby certifies that no request for reimbursement, or payment under this Agreement will seek reimbursement for costs incurred to assist, promote or deter union organizing.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST:** Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with this Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (PCC 10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (PCC 10411):

- 1) For the 2-year period from the date he or she left state employment, no former state officer or employee may enter into an Agreement which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the Agreement while employed in any capacity by any state agency.
- 2) For the 12-month period from the date he or she left state employment, no former state officer or employee may enter into an Agreement with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed Agreement within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time, and payment for per diem. (PCC 10430 (e))

2. LABOR CODE/WORKER'S COMPENSATION: Contractor needs to be aware of the provisions that require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change, the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:
  - a. When Agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
  - b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
  - c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district, or other local public body must provide the state with a copy of a resolution, order, motion, or ordinance of the local governing body that by law has authority to enter into an Agreement, authorizing execution of the Agreement.
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other government entity.

ATTACHMENT 8

**SUMMARY OF QUALITY CONTROL PROGRAM REQUIREMENTS**

As a minimum, the following sections are required in each laboratory's (and subcontracting laboratory's) summary of its internal QA/QC program to determine consistency with the guidelines specified by the California DHS Environmental Laboratory Accreditation Program.

**Exclusion of or incomplete information within any of the following sections will cause a determination of bid non-responsiveness:**

- **Laboratory Organization and Responsibilities**

Include an organizational chart that clearly denotes the QA/QC director and sample custodian

- **Quality Assurance Objectives for Measurement**

Include laboratory guidelines used to determine precision, accuracy, and completeness of sample set and acceptance criteria

- **Sampling Procedures**

Include information on EPA required containers, preservation techniques, and holding times, as well as sample custody and chain-of-custody methods and forms

- **Methods**

Data validation and reporting  
Calibration procedures and frequencies

- **Analytical Quality Control**

Performance and systems audits;  
Corrective actions; and  
Internal program management

- **Copies of the last two (2) performance evaluations from USEPA - Water Pollution Study (WP029, WP030, or most recent)**